



City of Milpitas

We invite applications for the position of: **Senior Events and Engagement Specialist**

Annual Salary Range: \$47,309 - \$57,504
Post Date: March 7, 2016
Close Date: **March 23, 2106; 5:00pm**

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out: <http://www.ci.milpitas.ca.gov/>

The Opportunity

Under the leadership of the Recreation Services Supervisor, this position assists with professional duties consisting of, but not limited to planning, developing, implementing, new senior center member recruitment, site special events and presentations, booking and escorting day trips, overseeing the Senior Center Volunteer program, and general outreach.

What You Will Do

Duties may include, but are not limited to the following:

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Drive Senior Center Bus for scheduled day trips.
- Direct work of volunteers, recreation leaders and other recreation services personnel.
- Work with Marketing Assistant to develop and coordinate promotion of activities, opportunities and special events.
- Ensure compliance with City policies and procedures.
- Maintain supplies, equipment and records as needed.
- Monitor corresponding program budget; order supplies.
- Other duties as required.



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Experience and Education

Associates Degree or equivalent with major course work in a relatable field (i.e. Public Administration, Recreation, Child Development, Gerontology). Additional years of increasing responsibility of directly related work experience may be substituted for education on a year-for-year basis; AND two years of supervisory experience in recreation/ local government or a related field.

License and Other Requirements

Possession and ability to maintain a Class B license within 6 months of hire date.

Certification in Community First Aid & CPR/AED.

Proof of TB (Tuberculosis) clearance test.

Special Requirements

Work is performed in an office/kitchen/recreational setting; will be exposed to the elements of sitting, standing, walking, kneeling, crouching, twisting, reaching, bending, crawling, and grasping; must be able to lift, carry, push, pull, and drag equipment weighing up to 40 lbs.; climbing up step stool ladders to stack equipment and supplies.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.



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Candidates will receive all communications by email regarding the recruitment process, which includes but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following:

- Health Insurance: Multiple plans available through CalPERS Health; plans with Kaiser rate or lower are paid by City
- Delta Dental: City paid
- Vision: City paid
- Life insurance: City paid \$50,000 life insurance; Voluntary life available at employee expense
- 457 (b) Deferred Compensation Plan: City contributes \$900 a year
- Vacation: 11 days accrued in first year
- Sick: 12 days per year
- Holidays: 13 paid holidays per year
- Flexible Spending: Pre-tax medical and dependent care expense accounts
- Credit Union
- Employee Assistance Program
- Tuition Reimbursement Program
- Milpitas Sports Center Membership: City paid
- Retirement: Milpitas employees become members of the California Public Employees' Retirement System (CalPERS).

Classic Employees: Employees hired prior to or after January 1, 2013, who are an existing CalPERS member will be enrolled in the 2% @ 60 CalPERS retirement benefit formula.

New Employees: Employees hired after January 1, 2013, who have never been a CalPERS member, or are a member of a retirement system (CalPERS or reciprocal) with a break in service longer than six (6) months, will be enrolled in the 2% @ 62 CalPERS benefit formula.

- Employees pay 1.45% towards the Medicare Plan. The City does not participate in Social Security.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.